

# **MANUAL OF OPERATIONS AND PROCEDURES**

## **DEPARTMENT OF GENDER, WOMEN'S AND SEXUALITY STUDIES COLLEGE OF LIBERAL ARTS AND SCIENCES**

**REVISED February 2023**

**Approved by the College of Liberal Arts and Sciences March 2023**

### **I. Authority of the Manual of Operations and Procedures**

This manual of operations and procedures formulates the procedures for faculty governance of the Department of Gender, Women's and Sexuality Studies. The Department shall follow the operating rules of the University and the College of Liberal Arts and Sciences, and shall follow the procedures in this document as a supplement thereto. Once approved by the department and the College, this document becomes effective immediately.

### **II. Faculty Membership and Eligibility to Vote**

- A. Core faculty members are those tenure-track and tenured members of the University faculty who hold part or all of their budgeted faculty appointment in the department. Instructional-track faculty refers to individuals holding renewable non-tenure track appointments on the budget of GWSS. Subject to a simple majority vote at a Departmental Meeting, instructional-track faculty or a faculty member holding a 0% appointment in GWSS will be designated as a core faculty member for the duration of their appointment.
- B. Associated faculty members, defined as faculty who teach Gender, Women's and Sexuality Studies and related courses, and who are sometimes invited to serve on ad hoc committees, do not normally attend faculty meetings and may not vote in instances when they do attend. Visiting faculty may attend faculty meetings, but do not vote.
- C. While 0 % faculty appointments are discouraged in GWSS, future 0% appointments will be considered on a case-by-case basis.
- D. Rights and responsibilities of faculty
 

Both individually and as a body the faculty is responsible for carrying out the department's mission in accordance with the policies and procedures of the College of Liberal Arts and Sciences, the Graduate College, and the University. Individual faculty fulfill these responsibilities in accordance with the University's policy on professional ethics and academic responsibility.

The Department distributes teaching and service assignments to faculty and provides guidance through periodic reviews to ensure that all faculty are participating appropriately and equitably in the teaching, research, and service missions of the department, College, and University.
- E. Any faculty member (including 0%) who fully participates in a hiring, review or other significant process, as allowed by CLAS, has the right to vote. Participation means review of relevant materials and participation in meetings. 0% faculty members are not included in the Departmental

Consulting Group.

### **III. Officers and Standing Committees**

- A. The DEO shall represent the department in College and University matters and serve as our spokesperson to the public. It is their responsibility to see that committees are properly formed and functioning. They will also serve as the primary financial officer for the department, consulting with the Core Faculty to make decisions about allocation of department funds.

- B. Other Officers—Scribe will be an office held on a rotating basis. The primary duties of the scribe will be to record minutes at faculty meetings and circulate them to faculty and students as appropriate.

Director of Graduate Studies—The DEO will appoint a Director of Graduate Studies who will respond to inquiries from potential and actual certificate applicants, and advise new graduate students. As conditions require, the DEO will serve as the DGS. The DGS will also serve as program liaison to the Associate Dean for Graduate Education and Outreach and Engagement (CLAS) and the Dean of the Graduate College and will take responsibility for resolving disputes that arise in the graduate program.

Director of Undergraduate Studies—The DEO will appoint a Director of Undergraduate Studies each year who will be responsible for advising undergraduate majors and minors, facilitating undergraduate organizations, and calling to the attention of the DEO and the Core Faculty unmet needs in our undergraduate community. The DUS will also serve as program liaison to the Associate Dean for Undergraduate Education (CLAS) and will take responsibility for resolving disputes that arise in the undergraduate program.

Faculty Assembly Representative—The faculty will select a representative who will serve a minimum of two years and maximum of three years.

Acting DEO—The DEO will recommend, subject to approval by the Dean, an individual to whom administrative responsibility will be delegated in the DEO's absence.

- C. Standing Committees—The following standing committees will be constituted on an annual basis, with additional, ad hoc committees being proposed when faculty determine they are needed.
1. Curriculum Committee—The Curriculum Committee and its chair are appointed each year by the DEO in consultation with the Core Faculty. This committee will be composed of DGS, DUS and Academic Advisor, with the DEO serving ex-officio. Additional members, including students, may be added depending upon work planned for any given year. This committee is responsible for approval of new courses, review of joint-listed courses, and for the planning necessary to assure that required courses are taught regularly. In conjunction with the DEO, the Curriculum Committee is responsible for selecting Saturday and Evening courses, and summer courses. The committee will meet as determined by its chair.

The Curriculum Committee will oversee guidelines for teachers and prospective teaching of Gender, Women's and Sexuality Studies courses, location of outside faculty to teach Gender, Women's and Sexuality Studies courses, and review of student evaluation forms.

2. Academic review committees: The DEO in conjunction with the faculty will appoint committees that will be responsible for organizing annual reviews of probationary faculty, tenure reviews, and promotion reviews. Composition of review committees may vary, depending on specific stipulations on MOUs of jointly appointed faculty members. Chairs of these committees must be core faculty members, but associated faculty may serve on committees as needed.

#### **IV. Departmental Meetings**

- A. Core faculty meetings will generally be held every two weeks. This schedule may vary when departmental business is insufficient to warrant a meeting, when more frequent meetings are demanded by particular circumstances, or when calendar conflicts make particular meeting times inconvenient for most of the faculty.
- B. The DEO chairs the meeting. The scribe takes notes and prepares minutes.
- C. Items are placed on the agenda by the DEO, or by faculty members, staff members, and students after consultation with the DEO. Reminders about upcoming meetings are circulated by e-mail several days ahead of time, and a request for agenda items is made at that time. The preliminary agenda is circulated to the faculty and student representatives at least one day prior to the meeting.
- D. Meetings are normally attended by core faculty, and one staff member. Only core faculty may vote. Other persons may attend the meeting when the DEO determines that their input on a particular issue will be useful, but may not vote.
- E. Meetings are held at a regular time established at the beginning of each academic year, with specific dates determined at the start of each semester. Insofar as it is possible, the department will not schedule classes or other events during the regular faculty meeting time.
- F. All core faculty, as defined above, vote on an equal basis. Department policy is established by consensus.

#### **V. Amendment of the Manual of Operations and Procedures**

- A. Amendments to the manual of operations and procedures may be proposed by any member of the core faculty. Voting procedures used for other matters will be used in such situations; i.e., the preference for consensus decision making will extend to such matters. All amendments are subject to approval by the Dean of the College of Liberal Arts and Sciences.

Approved by the Department of Gender, Women's and Sexuality Studies

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